



# CITY OF HOUSTON

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October 20, 2014

**SUBJECT:** Letter of Clarification No. 2  
Design & Construction (D&C) Project Management System for the  
General Services Department

**REFERENCE:** Request for Proposal - No. S46-T25152

**TO:** All Prospective Proposers

This Letter of Clarification is issued for the following reason(s):

• To revise the above referenced solicitation as follows:

1. The following questions and City of Houston responses are hereby incorporated and made a part of the Response for Proposal (RFP):

<i>Vendor Questions and City of Houston Responses for T25152 - Project Management System for the General Services Department</i>	
<b>Q1</b>	<i>The RFP says there is a Functionality Matrix in Attachment B and Sample Contract Deliverables in Attachment A. In the documents provided, Attachment A is the Sample Contract Deliverables and there is no Functionality Matrix that we could find. Could the City please provide the Functionality Matrix?</i>
<b>COH Response</b>	The City of Houston has posted Attachment B - Functionality Matrix to the e-bid site. The solicitation is extended to October 30, 2014.
<b>Q2</b>	<i>Is the established project budget of \$300K for the entire 5 year contract duration? If so, who responded? If not, is there a basis for the City to arrive at this budget figure?</i>
<b>COH Response</b>	The City has revised the estimated budget for this project to \$900,000.00. This budget includes the full implementation of the tool, unlimited licensing of the product and annual maintenance upgrades and support services for a 5 year period.
<b>Q3</b>	<i>Was there an RFI issued prior to this RFP? If so, who responded? If not, is there a basis for the City to arrive at this budget figure?</i>
<b>COH Response</b>	No
<b>Q4</b>	<i>Did the City ask any vendors for formal/informal proposals to estimate the pricing?</i>
<b>COH Response</b>	There were meetings scheduled to review vendor products prior to the RFP was released.
<b>Q5</b>	<i>The established project budget of \$300K is not typical of an enterprise CPMS deployment of the scope specified by the City. In order to accomplish all of its</i>

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SOLICITATION NO. S46-T25152

<b>Vendor Questions and City of Houston Responses for T25152 - Project Management System for the General Services Department</b>	
<b>COH Response</b>	Please refer to the response in Q 2.
<b>Q6</b>	<b><i>How many users will be accessing the software? How many of these are internal users? How many are external users?</i></b>
<b>COH Response</b>	The City anticipates approximately 200 users. 50 GSD + 25 client departments + 125 contractors.
<b>Q7</b>	<b><i>On average, how many design/construction contracts does the City execute per year? Can the City provide estimate on the number of design/construction contracts for the next 5 years?</i></b>
<b>COH Response</b>	Approximately 50.
<b>Q8</b>	<b><i>Can the City provide information on annual capital (construction) budgets for the last 5 years and forecasts for the next 3-5 years?</i></b>
<b>COH Response</b>	Please refer to the City of Houston - CIP online via: <a href="http://www.houstontx.gov/cip/">http://www.houstontx.gov/cip/</a>
<b>Q9</b>	<b><i>Have you taken any assistance from external vendors to identify the requirements of this RFP? If so, from which vendors?</i></b>
<b>COH Response</b>	Yes, from multiple vendors.
<b>Q10</b>	<b><i>Have you seen any software demonstrations prior to issuing this RFP? If so, by which vendors?</i></b>
<b>COH Response</b>	Yes, from multiple vendors.
<b>Q11</b>	<b><i>Are you planning to migrate data from previous or existing projects to the new solution? If so, how many previous? How many existing?</i></b>
<b>COH Response</b>	Yes we are planning to migrate from various systems. The systems currently include but are not limited to data in MS Access, Excel, Word, and SAP.
<b>Q12</b>	<b><i>Will there be provisions to attend the pre-proposal conference remotely?</i></b>
<b>COH Response</b>	No.
<b>Q13</b>	<b><i>The RFP says there is a Functionality Matrix in Attachment A and Sample Contract Deliverables in Attachment B. In the documents provided, Attachment A is the Sample Contract Deliverables and there is no Functionality Matrix that we could find. Could the City please provide the Functionality Matrix? o Provided that the functionality matrix has not been immediately available, we request that the City of Houston provide an extension of 5-10 business days so that all vendors may submit their most complete and relevant response.</i></b>
<b>COH Response</b>	Please refer to the response in Q 1.
<b>Q14</b>	<b><i>How many users will be accessing the software? o How many of these are internal users? o How many are external users?</i></b>
<b>COH Response</b>	Please refer to the response in Q 6.

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<b>Vendor Questions and City of Houston Responses for T25152 - Project Management System for the General Services Department</b>	
<b>Q15</b>	<i>The language of the RFP regarding the MBE requirement might be construed to indicate that the City of Houston is looking for a non-M/WBE vendor who will delegate 11% of the work to a registered MBE subcontractor. We are a MBE registered in various regions of Texas as well as other states in the US. We do not typically bring in subcontractors to perform software implementations, as that would be of low benefit and high risk to our customers' success. However, as we are an MBE, this means 100% of the work done for City of Houston would be done by an MBE. We are confident that, once selected, we can quickly register in City of Houston and qualify to meet this requirement. Would this approach be acceptable?</i>
<b>COH Response</b>	No, if a vendor is proposing a solution as a Prime, such vendor will be required to subcontract out the proposed MWBE goal to a certified City of Houston MWBE partner.
<b>Q16</b>	<i>Regarding the first page of Exhibit VI for this RFP, there are two lines at the top of the page where the proper way to fill them out is not evident. The lines are labeled "Orig. Dept." and "File/I.D. No." Are these lines for the notary or the proposer? Also, could you give examples of possible answers so that we can discern the best information to give?</i>
<b>COH Response</b>	You are not required to complete through fields.
<b>Q17</b>	<i>For the Pre-Proposal Conference meeting this Thursday at 10am, will there be a conference line phone number/Webx to dial in and attend the meeting?</i>
<b>COH Response</b>	No.
<b>Q18</b>	<i>Software section is unclear: It status the preference for Web-Based, Hosted Externally and SaaS, however all 3 of these have similar meaning. Can you please provide clarification. Is your requirement to have a Software as a Service Solution in the cloud our self hosted where it's implemented on local servers?</i>
<b>COH Response</b>	We are not planning to buy servers or other equipment to host this solution ourselves. We desire to have the vendor host and maintain the system. We desire for it to be able to have easy access from desktops, laptops, tablets and smartphones via an applications or the web.
<b>Q19</b>	<i>Resource MGMT: Please provide clarity on risk management and how it's currently managed.</i>
<b>COH Response</b>	Resource Management module will be used for planning and execution providing all levels of management the capability to balance the environment, have full visibility into their resource pool, and control over utilization.
<b>Q20</b>	<i>Risk Assessment: Please provide clarity on risk management and how it is currently managed.</i>
<b>COH Response</b>	Currently, the risks are managed manually in the spreadsheets. The Risk management capabilities will help the key project stakeholders meet commitments and minimize negative impacts on construction project performance in relation to cost, time and quality outcomes. Capability to grade impact of risk levels and/or document such risks which may include the following: external, internal, construction design, environmental, organizational, project management, construction, and right of way. Preference will be given to tools assisting with identifying and quantifying such risks so GSD D&C can make decisions around risk containment and possibly implementation of risk reduction policies.

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<b><i>Vendor Questions and City of Houston Responses for T25152 - Project Management System for the General Services Department</i></b>	
<b>Q21</b>	<b><i>Workflow System IAM / AD Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	The workflow system IAM / AD Integration is no longer required.
<b>Q22</b>	<b><i>Security and User Permissions IAM / AD Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	<p>For Active Directory (AD) and Identity Access Management (IAM), requirements please explain if:</p> <ol style="list-style-type: none"><li>1. Your solution uses Active Directory for authentication/access</li><li>2. Your solution does use Active Directory for authentication or does it use a separate database/security table? If so would we be able to use our Dell Identity Management Quick Connect tool to synchronize the security database with our AD passwords.</li></ol>
<b>Q23</b>	<b><i>Ad Hoc, Real-Time Reporting , Analyses, &amp; Dashboards IAM / AD Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	<p>1) AD/IAM: Please refer to question #22</p> <p>2) Dashboard: At minimum, the vendor will provide easily configurable Executive and project dashboard with drill down capabilities. The dashboard should include charts, graphs, and visual cues to capture the the project progress in real time.</p> <p>3) Reporting: The user should have access to the standard and ad hoc reports. Please provide us a list of all standard reports available to the City. Custom reports: Can you give us access to your data storage for any custom reports generated by the City in future? Advanced capabilities such as closeout logs, attachments, budget modules, project plan and schedule, metrics for evaluations, document control for drawing specifications, Issues logs, contracts, change order requests, etc will be evaluated during pilot and/or onsite vendor demo.</p>
<b>Q24</b>	<b><i>City of Houston SMTP Integration Low: Please expound on this requirement.</i></b>
<b>COH Response</b>	The chosen system must integrate with our City of Houston SMTP (Simple Mail Transfer Protocol) email system. The functionality must have capability to send correspondence including workflow process and approval alerts through the system to COH email.
<b>Q25</b>	<b><i>Budget MGMT SAP Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	The tool should be SAP certified or able to connect and provide data to the SAP in an acceptable format. City prefers a real time integration however, if real time integration poses a challenge then batch is acceptable as well. The interface should be significantly straight forward with minimum to no customization.

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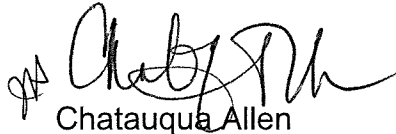
<b>Vendor Questions and City of Houston Responses for T25152 - Project Management System for the General Services Department</b>	
<b>Q26</b>	<b><i>Invoicing SAP Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	The tool should be SAP certified or able to connect and provide data to the SAP in an acceptable format. City prefers a real time integration however, if real time integration poses a challenge then batch is acceptable as well. The interface should be significantly straight forward with minimum to no customization.
<b>Q27</b>	<b><i>Time Tracking Kronos Integration: Please expound on this requirement.</i></b>
<b>COH Response</b>	Kronos is the tool that is used by CoH for time keeping purposes and SAP is used for Payroll. The tool should be able to seamlessly integrate with Enterprise Applications such as Kronos/SAP either on a real time basis or send batch files with the personnel time information in the format acceptable to these Enterprise Applications.
<b>Q28</b>	<b><i>When is the requirements matrix going to be uploaded to the website?</i></b>
<b>COH Response</b>	Attachment B – Functionality Matrix has been uploaded to the City’s e-bid site.
<b>Q29</b>	<b><i>When are responses to questions going to be submitted to the vendors? The RFP does not specify when questions will be answered.</i></b>
<b>COH Response</b>	The vendor questions and the City of Houston responses are posted to the City e-bid site. Please refer to Letter of Clarification 2.
<b>Q30</b>	<b><i>The RFP package included an Attachment A but it is titled “Sample Contract Deliverables Exception Chart” and does not include any “Design &amp; Construction (D&amp;C) Project Management System Functionality Matrix”. There was no Attachment B included in the RFP package available for download.</i></b> <b><i>5.9 Complete and return Attachment A – Design &amp; Construction (D&amp;C) Project Management System Functionality Matrix.</i></b> <b><i>5.10 Complete and return Attachment B – Sample Contract Deliverables</i></b>
<b>COH Response</b>	Please refer to the response in Q 1.
<b>Q31</b>	<b><i>Was there a Pre-Bid Conference and a roster for attendance?</i></b>
<b>COH Response</b>	The attendance roster has been uploaded to the City’s e-bid site.
<b>Q32</b>	<b><i>Luna Data Solutions is both HUB and WBENC certified for the State of Texas. Is this certification acceptable to be considered as a HUB Subcontracting partner? Or do you require City of House WBE certification?</i></b>
<b>COH Response</b>	No, MWBE partners will have to be certified by the City of Houston.

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When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me at 832-393-8707.

  
Chatauqua Allen  
Procurement Specialist